

MEMORANDUM

TO: Citizen

FROM: B. R. Wilson, Director

DATE:

RE: Verified Complaint

This package includes information that will help you file your complaint concerning water degradation/water loss occurring at your home; you will find this information makes your work easier. When completed and received by our office, the “Verified Complaint Form” is your “complaint” under the law. An incomplete form is no complaint, so please carefully complete and send to us, if you wish to proceed.

When we receive the completed form, our inquiry will begin promptly. All of what we find will, of course, be furnished to you at the completion of the inquiry. It may be necessary for you to attend an informal fact finding conference at some point in the process. If this conference is held, you will be notified of when and where.

A self-addressed envelope for returning your “Verified Complaint Form” is enclosed for your convenience. Please do not forget to add proper postage before mailing your complaint to us.

VERIFIED COMPLAINT

I (we) are the only owners of the real estate surface briefly described as

(include such information so we can locate your property). There is a water well on the property which supplies to us water for the following purposes:

Our water well is located _____ feet from a coalbed methane gas well identified as _____ (if known) and operated by _____

On _____, 19_____, our water well was affected as follows: _____

It is our belief that this event was caused by _____

That took place on or about _____, 19 _____.

_____, Owner

_____, Owner

_____, Owner

_____, Owner

Address where we may reach you _____

Telephone number where we may reach you:

_____ (Day)
_____ (Evening)

Sworn to and subscribed before me on this _____ day of
_____, 19_____, a notary in and for the
Commonwealth of Virginia.

Notary

My Commission expires _____

REQUIRED ELEMENTS OF COMPLAINT

Without furnishing this information, you do not have a complaint under the law.

- 1. Ownership – you must own the surface of the property on which the water well is located. All owners must sign the complaint. You will be required to provide proof of ownership, if your ownership is contested.**
- 2. Water well – the domestic water supply that you are concerned about must be from a water well. By law, a water well is defined as “any well drilled, bored or dug into the earth for the sole purpose of extracting therefrom potable, fresh or usable water for household, domestic, industrial, agricultural or public use.” If the water supply troubling you is a spring, creek or other surface body, your complaint is not recognized by laws administered by the Division of Gas and Oil and we cannot proceed under this process.**
- 3. Your water well must not be more than 750 feet from the coalbed methane gas operation you believe caused your problem.**
- 4. You must obtain all or part of your domestic water supply from the water well on your property about which you are complaining and that water supply must have been materially affected by coalbed methane gas well operations after July 1, 1998 by contamination and/or partial or complete interruption.**
- 5. Domestic Use – normal family or household use, including drinking, laundering, bathing, cooking, heating, cleaning and flushing toilets.**